

MLML Emergency Response Procedures for ERT, Faculty & Staff

Students, visitors & others: exit via the closest safe exit and assemble at the south end of the upper parking lot. Do NOT assemble in the corporation yard or on the observation deck. Wait for verbal signal from staff to re-enter building.

Faculty and Staff not otherwise designated on the Emergency Response Team: make a quick walkthrough of the room you are in, assist injured persons if necessary, close doors after checking rooms on your way out to the assembly area. If you have anything to report, tell the Point of Contact.

Point of Contact (Jane, Jocelyn or whoever has the front office phone):

- ✓ Grab / answer phone and ER bag
- ✓ Read fire alarm panel
- ✓ Exit building
- ✓ Assemble and report
- ✓ Call NCFD (911) if necessary

Emergency Response Team:

- ✓ Sweep designated area
- ✓ Note panel readout if possible
- ✓ Assemble and report
- ✓ Confer and investigate if necessary or have **PoC** call NCFD
- ✓ Two people may investigate, must take 2-way radios
- ✓ Report location of problem or injured person(s) to **PoC**
- ✓ Acknowledge and silence the alarm
- ✓ Wait for verbal signal to re-enter the bldg.

Fire Alarm System Recovery Team Contact Numbers

Barry Giles	Office: 771- 4407	Mobile: 750-2644	Home: 768-8589
William Cochran	Shop: 771-4468	Mobile: 750-9570	
James Cochran	Shop: 771-4468	Mobile: 750-9569	Home: 771-4447
Ralph Dzuro	Shop: 771-4468	Mobile: 750-9571	
Jocelyn Douglas	Office: 771-4451	Mobile: 750-9563	Home: 770-1709
Kenneth Coale	Office: 771-4406	Mobile: 750-9562	Home: 429-9604
Donna Kline	Office: 771-4405	Mobile: 750-9565	